

INTERNET SEARCHING

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Are you spending hours looking at useless documents that don't contain the information you want? The Internet is fast becoming "the reference tool", but your ability to find information is a function of how precise your queries are and how effectively you use the search engines. The following materials and many more are available to help you learn how to get the most from Internet technology. The State Library also offers classes in effective Internet searching. For more information, call us at 803/734-8026 or checkout this site: www.state.sc.us/scsl/scgovt/train.html.

BOOKS

1. *Braun, Linda W. **Introducing the Internet to young learners: ready to-go activities and lesson plans**. New York: Neal-Schuman Publishers, 2000. CALL#: 372.133 BRAU
2. *Gordon, Rachel Singer. **Teaching the Internet in libraries**. Chicago, IL: American Library Association, 2001. CALL#: 025.0407 GORD
3. *Hock, Randolph. **The extreme searcher's guide to web search engines: a handbook for the serious searcher**. Medford, NJ: CyberAge Books, 2001 CALL#: 025.04 HOCK
4. *Hane, Paula J. **Super searchers in the news: the online secrets of journalists and news researchers**. Medford, NJ: CyberAge Books, 2000. CALL#: 025.06 HANE
5. ***Internet searching and indexing: the subject approach**. New York: Haworth Information Press, 2000. CALL#: 025.04 INTE
6. *Milner, Annalisa. **Internet: browsing the web**. New York: Dorling Kindersley, 2000. CALL#: 025.04 MILN
7. *Sauers, Michael. **Using the Internet as a reference tool: a how-to-do-it manual for librarians**. New York: Neal-Schuman Publishers, 2001. CALL#: 025.04 SAUE
8. *Sharpe, Charles C. **Patent, trademark, and copyright searching on the Internet**. Jefferson, NC: McFarland, 2000. CALL#: 025.066 SHAR

ARTICLES

9. Kent, Michael L. "Essential tips for searching the web. Don't be left behind." **Public Relations Quarterly** 46 #1 (Spring 2001): 26–30.

10. Vine, Rita. "Real people don't do boolean: how to teach end users to find high quality information on the Internet." **Information Outlook** 5 #3 (March 2001): 16–24.

News from the South Carolina State Library

Check Your Library Account from Your Office or Home via SC Connects for State Government

State employees can now access their **personal account information** at the State Library via the web.

Go to the State Library's web site, "SC Connects for State Government" at <http://www.state.sc.us/scsl/den>. Click on the function button for the library's online catalog (webLION).

Click on "Search the Catalog."

Click on "My Account" function button at the top of the screen.

Type in your 13 digit library card number and click on "login."

At the top of the screen, you will see your "patron account information." Scrolling down, you will see a list of library materials currently charged to your account and their due date (first five titles are on initial screen). Scrolling further, you will see a list of titles which are on reserve for you.

At this screen you can **renew** any titles which are eligible for renewal by clicking in the boxes next to the title(s) and then click the "renew titles" function button. You can also **cancel any reserve** by clicking on the radio button next to each individual title you wish to cancel and then click on the cancel function button (must be done one at a time).

State employees - have questions or need a new library card? Please call the Library's Information Desk at **803/734-8026** for assistance with this new service or any other information needs you might have.

Children, Youth and Families

11. ***Domestic violence and child abuse sourcebook: basic consumer health information about spousal/partner, child, sibling, parent, and elder abuse, covering physical, emotional, and sexual abuse, teen dating violence, and stalking.** Detroit, MI: Omnigraphics, 2000. CALL#: 362.8292 DOME
12. Jodl, Kathleen M. and others. "Parents' roles in shaping early adolescents' occupational aspirations." **Child Development** 72 #4 (July/August 2001): 1247-1265.
13. *Kindlon, Daniel J. and Michael Thompson. **Raising Cain: protecting the emotional life of boys.** New York: Ballantine Books, 1999. CALL#: 305.23 KIND

Computers and Software

14. ***Creating web-accessible databases: case studies for libraries, museums, and other nonprofits.** Medford, NJ: Information Today, 2001. CALL#: 005.758 CREA
15. *Glenn, Walter J. **Word 2000 in a nutshell: a power user's quick reference.** Sebastopol, CA: O'Reilly, 2000. CALL#: 652.5 GLEN
16. *Kaye, H. Stephen. **Computer and Internet use among people with disabilities.** Washington, DC: US Dept. of Education, National Institute on Disability and Rehabilitation Research, 2000. CALL#: ED 1.84:13
17. *Lessing, Pamela R. **The first week with my new iMAC: a very basic guide for mature adults and everyone else who wants to get connected.** Sterling, VA: Capital Books, 2000. CALL#: DISPLAY 004.165 LESS
18. *Tourloukis, Lynda. **Creating cool web pages.** Lincolnwood, IL: Publications International, Limited, 2000. CALL#: 005.276 TOUR
19. *Ulrich, Katherine. **Flash 5 for Windows and Macintosh.** Berkeley, CA: Peachpit Press, 2001. CALL#: 006.78 ULRI

Crime and Corrections

20. MacKenzie, Doris Layton and others. "The impact of boot camps and traditional institutions on juvenile residents: perceptions, adjustment, and change." **Journal of Research in Crime and Delinquency** 38 #3 (August 2001): 279-316.

21. ***Managing death-sentenced inmates: a survey of practices.** Lanham, MD: American Correctional Association, 2000. CALL#: 365.64 MANA

22. *Wojda, Raymond G. **Women behind bars.** Lanham, MD: American Correctional Association, 1997. CALL#: 365.6 WOJD

Education

23. *Bolich, Anjanette M. **Reduce your losses: help new teachers become veteran teachers.** Southern Regional Education Board, Atlanta, GA: 2001. CALL#: 371.14 BOLI

24. Gilman, David Alan and Brabrar Lanman-Givens. "Where have all the principals gone? Daunting tasks often deter would-be principals. **Educational Leadership** 58 #8 (May 2001): 72-74.

25. ***Insights to performance excellence in education: an inside look at the ... Baldrige Award criteria for education.** Milwaukee, WI: ASQC Quality Press, 2001. CALL#: 371.2 INSI

26. *Johnston, Michelle and Nancy Cooley. **Supporting new models of teaching and learning through technology.** Arlington, VA: Educational Research Service, 2001. CALL#: 371.33 JOHN

27. Kirova, Anna. "Loneliness in immigrant children: implications for classroom practice." **Childhood Education** 77 #5 (Annual Theme 2001): 260-267.

28. *Marshall, Marvin. **Discipline without stress, punishment, or rewards: how teachers and parents promote responsibility and learning.** Los Alamitos, CA: Piper Press, 2001. CALL#: 371.5 MARS

29. *Moe, Terry M. **Schools, vouchers, and the American public.** Washington, DC: Brookings Institution Press, 2001. CALL#: 379.32 MOE

30. Shure, Jennifer L. "Reading, writing, and . . . recruiting? America's schools are facing a severe teacher shortage that has administrators pulling out all of the stops to find qualified educators for our classrooms." **Techniques** 76 #5 (May 2001): 18-21.

31. Wolinsky, Art. "FilterGate or knowing what we're walling in or walling out." **MultiMedia Schools** 8 #3 (May/June 2001):22-27.

Ecology and the Environment

32. ***Design and construction of small water systems: an AWWA small systems resource book**. Denver, CO: American Water Works Association, 1999. CALL#: 628.1 DESIG
33. *Moore, Charles J. **A review of mercury in the environment: (its occurrence in marine fish)**. Charleston, SC: SC Department of Natural Resources, Office of Environmental Management, Marina Resources Division, 2000. CALL#: N2197Ma 3.T32 no. 88
34. *Vernberg, F. John. **The coastal zone: past, present and future**. Columbia, SC: University of South Carolina Press, 2001. CALL#: DISPLAY 574.526 VERN
35. *Walker, Laurence C. and Brian P. Oswald. **The southern forest : geography, ecology, and silviculture**. Boca Raton, FL: CRC Press, 2000. CALL#: 634.9 WALK
36. *Miller, Char. **The greatest good: 100 years of forestry in America**. Bethesda, MD: Society of American Foresters, 1999. CALL#: 333.75 MILL

Human Resources

37. Feldman, Daniel C. "Career coaching: what HR professionals and managers need to know." **Human Resource Planning** 24 #2 (2001): 26-35.
38. Hartley, Darin E. "Observations of a telecommuter. The good, the bad, and the stuff you need." **Training and Development** 55 #7 (July 2001): 28-36.
39. *Justice, Arthur E. **Model employee policies for South Carolina employers: with legal commentary**. Columbia, SC : South Carolina Chamber of Commerce, 2000. CALL#: 658.301 JUST
40. *Seybold, Patricia B. **The customer revolution: how to thrive when customers are in control**. New York: Crown Business, 2001. CALL#: 658.812 SEYB
41. Smith, Gregory. "Retention: simple rewards are powerful motivators. Little things often mean the most when it comes to motivating and retaining staff." **HRFocus** 78 #8 (August 2001): 10-11.
42. Watkins, Chris. "How to improve organisational climate." **People Management** 7 #13 (28 June 2001): 52- 53.

43. ***Workplace health and safety sourcebook: basic consumer health information about workplace health and safety.** Detroit, MI: Omnigraphics, 2000. CALL#: 616.98 WORK

Mental Health

44. Nuckols, Cardwell C. "How to treat angry, hostile or violent clients. Sound advice diffusing potentially violent client behavior in the clinical setting." **Counselor** 2 #4 (August 2001): 14-19.

45. ***General guidelines for assessment and treatment of culturally diverse groups.** Columbia, SC: South Carolina ETV and SC Department of Mental Health, 1999. CALL#: Media Ed8368 3.C85 no. 3

This video covers the difficulties of assessing proper mental health treatment of people of different cultures.

46. *Poussaint, Alvin F. **Lay my burden down: unraveling suicide and the mental health crisis among African-Americans.** Boston, MA: Beacon Press, 2000. CALL#: 616.89 POUS

47. *Sheffield, Anne. **Sorrows web: overcoming the legacy of maternal depression.** New York: Free Press, 2000. CALL#: 616.85 SHEF

Management

48. *Breyfogle III, Forrest W. **Managing Six Sigma: a practical guide to understanding, assessing, and implementing the strategy that yields bottom line success.** New York: Wiley, 2001. CALL#: 658.562 BREY

49. Fisher, Jr, James R. "Obstacles - and overcoming them - to leadership among professional workers." **Journal of Organizational Excellence** 20 #3 (Summer 2001): 27-34.

50. *Froggatt, Cynthia C. **Work naked: eight essential principles for peak performance in the virtual workplace.** San Francisco, CA: Jossey-Bass, 2001. CALL#: 658.3 FROG

51. *Pande, Peter S. **The six sigma: how GE, Motorola, and other top companies are honing their performance.** New York: McGraw-Hill, 2000. CALL#: 658.562 PAND

52. *Werther, William B. **Third sector management: the art of managing nonprofit organizations**. Washington, DC: Georgetown University Press, 2001. CALL#: 658.048 WERT

School Food Services Lending Library

53. *Miller, Gregory D. **Handbook of dairy foods and nutrition**. Boca Raton, FL: CRC Press, 2000. CALL#: 613.26 MILL

54. ***Managing food safety: the next step**. National Food Service Management Institute, University of Mississippi , 2000. CALL#: Media 664 MANA

This video covers topics such as the HACCP critical control points in the flow of food harmful microorganisms, and other chemical, physical and biological hazards as they apply to a school environment. It emphasizes the importance of a team-based approach to implementing a food safety assurance system.

55. ***School health index for physical activity and healthy eating: a self-assessment and planning guide**. Atlanta, GA: The Centers, 2000. CALL#: 613.07 SCHO

State and Local Government

56. *Ashworth, Kenneth H. **Caught between the dog and the fireplug, or, how to survive public service**. Washington, DC: Georgetown University Press, 2001. CALL#: 650.13 ASHW

57. ***The practice of local government planning**. Washington, DC: American Planning Association, ICMA University, and International City/County Management Association, 2000. CALL#: 352.96 PRAC

58. *Shaw, Margaret. **The role of local government in community safety**. Washington, DC: US Dept. of Justice, Office of Justice Programs, Bureau of Justice Assistance, 2001. CALL#: J 26.30:C 73/5

Training

59. *Thiagarajan, Sivasailiam. **Fun in the workplace: presentation skills and games**. Alexandria, VA: ASTD, 2001. CALL#: 658.3124 THIA

60. ***Training and resource manual for juvenile prosecutors**. Columbia, SC: The Center, 2000. CALL#: Un35ChiJ 8.T61

61. *Ukens, Lorraine L. **All together now!: a seriously fun collection of training games and activities.** San Francisco, CA: Jossey-Bass/Pfeiffer, 1999. CALL#: 658.3124 UKEN

62. *Urens, Lorraines L. **Energize your audience! 75 quick activities that get them started. . . and keep tem going.** San Francisco, CA: Jossey-Bass/Pfeiffer, 2000. CALL#: 331.2592 URE

63. *Davenport, Teresa. **Marketing training programs: managing the training function.** American Society for Training & Development, Alexandria, VA: 2001. CALL#: 658.8 DAVE

***Items marked with an asterisk denote book or audiovisual material.**